

## **REQUEST FOR BID PROPOSALS**

### **Proposal for Uniform/Shirt Leasing**

#### **GENERAL INFORMATION:**

RFP Issue Date: Friday, September 30, 2005

Proposal Number: RFP Uniform/Shirts 2005-2008

Deadline for Bid Submission: Tuesday, October 18, 2005, at 9:00am

Date of Bid Opening: Tuesday, October 18, 2005 Time of Bid Opening: 9:30am

**To be eligible to submit a bid; all potential bidders must attend a mandatory meeting to be held on Friday, October 7, 2005 at 11:00 am at New Hampshire State Liquor Commission Office at 50 Storrs Street, Concord NH. Please RSVP to Charline Everson at 271-1727 at least two days prior to date of the meeting, if you plan to attend.**

Bids must be received at the New Hampshire State Liquor Commission Main Office before 9:00am Tuesday, October 18, 2005. Bids received after this time will **NOT** be accepted.

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed.

Bids that are not complete or are unsigned will not be considered.

Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

#### **PLEASE NOTE:** For bid opening return:

Return the Completed Bid Package with the bidder's proposal sheet signed and completed, and attach all documents as requested in a sealed manila envelope with the following indicated on the exterior of the envelope:

**"Proposal for Uniform/Shirt Leasing,  
50 Storrs Street, Concord, NH --- RFP – (Uniform/shirts 2005-2008)"**

If sending through the mail, send to: NHSLC, P.O. Box 503, Concord, NH 03302-0503  
If sending via another carrier, send to: NHSLC, 50 Storrs Street, Concord, NH 03301

**PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: Charline Everson, PHONE: 271-1727**

**PROPOSAL FOR: Proposal for Uniform/Shirt Leasing**

*Unless specifically deleted by the N.H. State Liquor Commission, the following General Terms and Conditions apply to this Proposal and any resulting Contract.*

**GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES**

**NATURE OF PROPOSAL AND ELIGIBILITY TO BID.**

The proposal is submitted in accordance with Chapter 21-1 and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. State Liquor Commission. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. State Liquor Commission to authorized vendors and are not transferable.

**SAMPLES AND DEMONSTRATIONS.** When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

**BIDS.** Bids must be received at the N.H. Liquor Commission before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

**SPECIFICATIONS.** Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Liquor Commission at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

**AWARD.** The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split delivers, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

**DELIVERY.** If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All delivers are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with theses rules has been established State personnel signatures on shipping documents shall signify only the receipt of shipment.

**INVOICING.** All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

**PATENT INFRINGEMENT:** Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

**ASSIGNMENT PROVISION.** The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

**TOXIC SUBSTANCES.** In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

**SPECIFICATION COMPLIANCE.** The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. State Liquor Commission with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

**FORM OF CONTRACT.** The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. State Liquor Commission.

**OFFER.** The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

**Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**By:** \_\_\_\_\_

**THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON  
AUTHORIZED TO LEGALLY BIND THE BIDDER.**

\_\_\_\_\_  
Type or Print Name and Title

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

**A. Scope Of Services:**

1. The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to fit, lease and maintain uniform shirts for store employees of the Liquor Commission.
2. The Contractor shall hand measure each employee to ensure proper fit of all garments.
3. The Contractor shall deliver all garments within 3-4 weeks after measuring.
4. **The Contractor shall provide for size changes, upgrades and repairs at not extra charge.**
5. Polo style shirts in 100% Pima Cotton Interlock Knit with extended drop tail, vented bottom side vents, solid rib knit collar and self fabric neck tape. Men's polo to feature hemmed raglan sleeves. Men's sizes available in Small, Medium, Large, X-Large, 2X-Large, 3X-Large and 4X-Large. Women's polo feature knit sleeves, a V notch placket with collar. Women's sizes available in X-Small, Small, Medium, Large, X-Large and 2X-Large. Color: Navy. Emblem: Embroidered "New Hampshire State Liquor and Wine Outlet Stores" (two lines) on upper left chest area.
6. The Contractor shall respond to requests for size changes, upgrades or repairs on an on-call basis and at no additional cost. Response time shall not exceed 14 calendar days from initial request.
7. The Contractor shall provide 2,800 shirts at start up. The number of shirts may increase or decrease through out the course of the contract, with costs adjustments accordingly.
8. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
9. The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
10. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.
11. The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
12. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
13. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
14. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

**B. INVOICING:**

1. All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
2. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

3. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The State of New Hampshire Liquor Commission does not pay late charges or interest.

**C. INSURANCE:**

1. The bidders shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
  - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
  - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
  - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

**D. BIDS**

1. If sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
2. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
4. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
5. All Bidder correspondence and submittal shall be sent to :

State of New Hampshire  
Liquor Commission  
P. O. Box 503  
Concord, NH 03302-503  
Attn: Charline Everson

Questions can also be sent via e-mail to [ceverson@liquor.state.nh.us](mailto:ceverson@liquor.state.nh.us).

**E. NON-COMMITMENT OF THE STATE:**

1. The solicitation of bids by this RFP does not commit the State of New Hampshire Liquor Commission to award a contract or to pay costs incurred in the preparation of a bid proposal.
2. The State of New Hampshire Liquor Commission reserves the right to accept, reject any or all proposals received in response to this RFP, or to cancel this RFP entirely if it is in the best interest of the State.
3. The State of New Hampshire Liquor Commission reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

**F. TERMINOLOGY:**

1. "Contractor" refers to any individual, partnership or agency which responds, in writing, to this RFP. "State refers to the State of New Hampshire; "NHSLC" refers to the New Hampshire State Liquor Commission.
2. "Contract" is the resulting contract entered into between the NHSLC and the successful Bidder.

**G. TERM:**

1. The term of the contract shall be effective upon Governor and Executive Council Approval through November 30, 2008. Upon completion of the terms, if the vendor notifies the Liquor Commission by an instrument in writing and both parties here to agree this contract may be amended for an additional Two-year term upon approval of the Governor and Executive Council of the State of New Hampshire.

**H. EVALUATION CRITERIA:**

1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
2. The Liquor Commission will select the bid proposal most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
4. The criteria to be used in the evaluation of the bid proposals is as follows:
  - a. The ability of the bidder to meet the minimum specified requirements contained in Exhibit A – Part 1.
  - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A.
5. Bids will only be considered from Bidders that have a minimum of three years of successful experience providing uniform/shirt leasing. The Bidder shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
6. The Commission will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the New Hampshire Liquor Commission. The selected Bidder will be notified in writing.
7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

**I. AWARD:**

The bid shall be awarded to the lowest bidder meeting all the specifications listed within. The gross bid must be the exact additive total of the bid for all requirements, no partial bids will be considered. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.

**EXHIBIT A - PART ONE**  
**SCOPE OF SERVICES (cont'd.)**

- J. Bidder's Representatives:** The Bidder shall be required to supply the Contracting Officer with the name and telephone number of the Bidder's representative who will be on call incase of emergency twenty-four (24) hours a day.

**Name, address, and telephone number of Bidder's agent who is on twenty-four-(24) hour call.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

- K. References:** Please list three references and contact persons that your firm has performed similar work for.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT A - PART TWO**  
**LOCATIONS AND INVENTORY**

Note this list of locations may be revised as required during the term of the contract and will also be the responsibility of the Vendor.

ST	LOCATION	ADDRESS	PHONE	# OF FULL TIME EMPLOYEES	# OF PART TIME EMPLOYEES
1	Concord	80 Storrs St., Ames Plaza Concord, NH 03302	271-1700	4	6
2	W Chesterfield	913 Gulf Road West Chesterfield, NH 03466	256-6482	3	2
3	Manchester	St. Mary's Plaza, 122 McGregor St Manchester, NH 03102-3746	669-5644	2	4
4	Hooksett	1271 Hooksett Rd, Hooksett, NH 03106	641-5145	3	4
5	Berlin	IGA Shopping Plaza, 17 Pleasant St Berlin, NH 03570	752-1552	2	3
6	Portsmouth	Pick N Pay, 800 Islington Street Portsmouth, NH 03801	436-3382 Fax:431-6479	4	8
7	Littleton	568 Meadow Street Globe Shopping Center Littleton, NH 03561	444-5726	3	4
8	Claremont	Claremont Market Place, 345 Washington St, (Route 103) Claremont, NH 03743	543-0200	2	6
9	Dover	47 Chestnut Street Dover, NH 03820	742-3738	3	6
10	Manchester	333 Lincoln Street Manchester, NH 03103-5749	626-0940	2	6
11	Lebanon	12 Centerra Parkway Lebanon, NH 03766	643-8979	2	10
12	Center Harbor	Route 25, 12 A Main Street, Senter's Marketplace, Unit #1 ; PO BOX 160 Center Harbor, NH 03226	253-3169	2	4
13	Somersworth	5 Somersworth Plaza Somersworth, NH 03878	692-2555	2	3
14	Rochester	Lilac Mall, Route 125 Rochester, NH 03867	332-0378	3	5
15	Keene	6 Ash Brook Court Keene, NH 03431	352-1568	5	9
16	Woodsville	1 Forest St., Butson's Complex Woodsville, NH 03785	747-3471	2	2
17	Franklin	Franklin Shppng Ctr, 880 Central St. Franklin, NH 03235	934-3523	2	2
18	Colebrook	124 Main Street Colebrook, NH 03576	237-4097	2	1
19	Plymouth	494 Tenney Mt Hwy Unit #3 Plymouth, NH 03264	536-3614	2	4
20	Derry	Clearbrook Ctr, 11 Manchester Road Derry, NH 03038	437-2826	2	4

**EXHIBIT A - PART TWO**  
**LOCATIONS AND INVENTORY**

ST	LOCATION	ADDRESS	PHONE	# OF FULL TIME EMPLOYEES	# OF PART TIME EMPLOYEES
21	Peterborough	One Jaffrey Road, Rte 202 Suite 1 Peterborough, NH 03458	924-6671	2	4
22	Brookline	44A Route 13, Brookline, NH 03033	672-8426	3	2
23	Conway	234 White Mountain Hwy, Suite 9 Conway, NH 03818	447-2782	4	9
24	Newport	Sugar Riv Shp Ctr, 52 John Stark Hwy Newport, NH 03773	863-3550	2	2
25	Stratham	Kings Hgwy Plaza, Kings Highway Stratham, NH 03885	772-2021	2	5
26	Groveton	Northumberland Shp Ctr, PO Box 42 Route 3, Groveton, NH 03582	636-1003	1	2
27	Nashua	Globe Plaza, 300 Main Street Nashua, NH 03060	595-2374	2	2
28	Seabrook Beach	186 Ocean Blvd. Seabrook, NH 03874	474-9441	2	3
29	Whitefield	100 Lancaster Road Whitefield, NH 03598	837-2632	1	1
30	Milford	Granite Town Plaza, Suite 6 189 Elm Street, Route 101 West Milford, NH 03055	673-1666	3	5
31	Manchester	East Side Plaza, 885 Hanover Street Manchester, NH 03104	623-4613	3	6
33	Manchester	North Side Plaza, 31 Hamel Drive Manchester, NH 03104	622-5044	4	6
34	Salem	417 South Broadway Salem, NH 03079	898-5243	5	20
35	Hillsboro	Hillsboro Shppng Center, West Main St. PO Box 163 Hillsboro, NH 03244	464-3412	2	2
36	Jaffrey	Monadnock Plz, 80 Peterborough St. Jaffrey, NH 03452	532-7291	1	3
37	Lancaster	Butson's Marketplace, 199A Main St. Lancaster, NH 03584	788-4861	2	2
38	Portsmouth	Portsmouth Circle, 605 US Interstate By-Pass, Portsmouth, NH 03801	436-4806	6	30
39	Wolfeboro	35 Center Street Wolfeboro Falls, NH 03896	569-3567	3	4
40	Walpole	32 Ames Plaza Lane Walpole, NH 03608	756-3916	2	4
41	Seabrook	Lafayette Boulevard, PO Box 236 Seabrook, NH 03874	474-3362	4	3
42	Meredith	71 Route 104, Old Province Common Meredith, NH 03253	279-7018	2	5
43	Farmington	829 NH Route 11, Unit #2 Farmington, NH 03835	755-3571	2	1



**EXHIBIT A - PART TWO**  
**LOCATIONS AND INVENTORY**

ST	LOCATION	ADDRESS	PHONE	# OF FULL TIME EMPLOYEES	# OF PART TIME EMPLOYEES
44	Bristol	20 Lake Street Bristol, NH 03222	744-2484	2	3
45	Pittsfield	16 Water Street Pittsfield, NH 03263	435-6592	2	1
46	Ashland	46 North Main Street Ashland, NH 03217	968-7556	2	2
47	N Woodstock	No. Woodstock Plz, Box 11 No. Woodstock, NH 03262	745-8922	2	2
48	Hinsdale	Route 119, Box 114 Hinsdale, NH 03451	256-8637	3	4
49	Plaistow	9 Plaistow Rd. Shaw's Plaza Plaistow, NH 03865	382-8511	4	6
50	Nashua	So. Gate Shppng Mall 269 DW Hwy Nashua, NH 03060	888-0271	5	13
51	Pelham	Route 38, PO Box 10 Pelham, NH 03076	635-7551	2	4
52	Gorham	159 Main Street, Androscoggin Plaza Gorham, NH 03581	466-3367	2	2
53	Hudson	Market Basket Shp Ctr, 212 Lowell Rd Hudson, NH 03051	889-0549	2	5
54	Glen	Route 302, PO Box 166 Glen, NH 03838	383-9000	3	9
55	Bedford	Bedford Grove Plz, Ste 2, 5 Colby Court Bedford, NH 03110	627-5878	4	5
56	Gilford	Airport Plaza, 9 Lake Shore Drive Unit #1, Gilford, NH 03246	524-6083	3	3
57	Ossipee	Indian Mound Shp Ctr, 240 Rte 16B Center Ossipee, NH 03814	539-2010	2	2
58	Goffstown	Shop N Save Plaza, 605 Mast Road Goffstown, NH 03102	626-4725	2	6
59	Merrimack	Shaws Shppng Ctr, 356 DW Highway Merrimack, NH 03054-4131	424-2521	2	3
60	W Lebanon	Powerhouse Plaza, Unit #3 10 Benning Drive 12A West Lebanon, NH 03784	298-8629	5	20
61	Fitzwilliam	Route 12 & 119, PO Box 111 Fitzwilliam, NH 03447	585-2225	2	3
62	Raymond	Raymond Shp Ctr, Rte 27, RFD 2 Raymond, NH 03077	895-2286	2	2
63	Winchester	30 Warwick Road, Suite 1 Winchester, NH 03470-2819	239-6223	2	2
64	New London	New London Shppng Ctr, Route 11 PO Box 464, New London, NH 03257	526-6868	3	5

**EXHIBIT A - PART TWO**  
**LOCATIONS AND INVENTORY**

ST	LOCATION	ADDRESS	PHONE	# OF FULL TIME EMPLOYEES	# OF PART TIME EMPLOYEES
66	Hooksett	I-93 North, Rte 3A, PO Box 16296 Hooksett, NH 03106	485-5663	5	33
67	Hooksett	I-93 South, 25 Springer Road Hooksett, NH 03106	485-5816	4	20
68	N Hampton	69 Lafayette Road, Village Shppng Ctr North Hampton, NH 03862	964-6991	3	5
69	Nashua	27 Coliseum Avenue Nashua, NH 03063	882-4670	5	15
70	Swanzey	Rt.12, Troy Rd, 37 Monadnock Hwy Wilbur's Market Place Swanzey, NH 03431	357-0693	2	3
71	Lee	60 Calef Highway, Unit #4 Lee, NH 03824	868-7176	3	4
72	Concord	100 Fort Eddy Road Concord, NH 03301	271-1725	3	6
73	Hampton- S	I-95 South, PO Box 1993 Hampton, NH 03843	926-3272	7	33
74	Londonderry	Market Basket Plaza, 34 Nashua Rd. Londonderry, NH 03053	432-0270	3	6
75	Belmont	15 Old State Road, Unit 1 Belmont, NH 03220	528-2170	3	4
76	Hampton- N	I-95 North, PO Box 2081 Hampton, NH 03843-2081	926-3374	7	42
77	Rindge	Cheshire Marketplace, Unit 7 497 US Route 202 Rindge, NH 03461	899-3187	3	2

9/26/2005

214

489

Each Full Time Employee will receive 5 shirts -- 214 F/T employees x 5 shirts ea. = 1,070 shirts total

Each Part Time Employee will receive 3 shirts -- 489 P/T employees x 3 shirts ea. = 1,467 shirts total

A reserve inventory will be distributed to the following stores:

Store #38- Portsmouth

Store #66- Hooksett- N

Store #73- Hampton- S

Store #76- Hampton- N

Each of the above stores will receive 3 each of the following sizes:

Men's: M – L – XL – 2XL

Women's: S –M – L - XL

The remaining stock of 167 shirts will be utilized by seasonal employees, as well as new store openings and/or additional permanent staffing.

**EXHIBIT B**  
**BIDDER'S RESPONSE SHEET**

**(Billing Not to Exceed Total Bid)**

**A. Billable Charges Breakdown:**

	<b><u>Year One</u></b>	<b><u>Year Two</u></b>	<b><u>Year Three</u></b>
Price \$_____ (per shirt) X 2,800 shirts	= \$_____	= \$_____	= \$_____
(Includes size changes, upgrades and repairs)			

**TOTAL THREE YEAR CONTRACT:** = \$\_\_\_\_\_

**EXHIBIT B**  
**BIDDER'S RESPONSE SHEET**

**BUDGET AND METHOD OF PAYMENT**

A. Invoicing:

All invoices must include detail of work performed, dates and location of service and prices. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.

B. Payment:

Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.

Unless otherwise noted on the proposal, payment will be due thirty (30) days after invoicing. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the RFP. The State of New Hampshire Liquor Commission does not pay late charges or interest.

C. Other:

To receive proper payment, all invoicing for services must be sent to the agency's business office at:

New Hampshire State Liquor Commission  
P.O. Box 503  
Concord, NH 03302-0503

D. Vendor:

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Mailing \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Business: \_\_\_\_\_

Emergency: \_\_\_\_\_

**EXHIBIT C**  
**SPECIAL PROVISIONS**

There are no special Provisions

## **ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE**

### A. Sample Packet of Documents:

1. Certificate of Insurance: This certificate is obtained from the Bidder's Insurance Company. One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. Certificate of Authorization/Good Standing: This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. Certificate of Authority/Existence: This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.

NOTE: These forms will be REQUIRED during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.